



## Application Instructions

Applications will not be reviewed until the board has received all required documents and fees. Please note that, regardless of the method under which an applicant is seeking licensure, the applicant must complete all requirements and submit all documentation to the Indiana Professional Licensing Agency within one year from the date the application is received. Failure to complete your application within one year will result in your application being abandoned.

## Examination Applicants

The requirements for home inspector licensure through examination are as follows:

### Application

Mail completed application along with all required documentation listed below to the Indiana Professional Licensing Agency.

### Application Fees

Applicants must submit a four hundred fifty dollar (\$450) application/issuance fee made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **All fees are non-refundable and non-transferable.**

### Photograph

Applicants must submit one (1) acceptable photograph, taken within eight (8) weeks of the submission of the application. The photograph should be approximately 2 x 2 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

### Applicant Information

Applicants should complete all fields of this section that are applicable. Please note that the Indiana Professional Licensing Agency will always attempt to communicate with applicants via email so please be sure to provide an email address to an inbox that you check frequently.

### Education Information & Pre-licensing Course Information

Applicants should indicate whether they have obtained a high school diploma or GED in the "**Education Information**" section.

Applicants for licensure must complete a **board approved** course of no less than sixty (60) hours with a minimum of forty (40) hours of classroom training and a minimum of twelve (12) hours of practical experience. The course must include instruction in the following subject areas:

1. Heating Systems
2. Cooling Systems
3. Electrical Systems
4. Plumbing Systems
5. Structural Components
6. Foundations
7. Roof Coverings
8. Exterior and Interior
9. Indiana Licensure Law and Report Writing

Applicants must complete the "**Pre-licensing Course Information**" section of the application and must submit an original certificate of course completion.

### **Certificate Of Insurance**

Applicants for licensure must have obtained insurance with general liability coverage of at least one hundred thousand dollars (\$100,000.00) issued by an insurance company or other legal entity authorized to transact business in Indiana. This coverage must also list the state as an additional insured and must state that cancellation and nonrenewal of the underlying policy or other evidence of financial responsibility is not effective until the Board receives at least ten days prior written notice of the cancellation or nonrenewal.

In addition, applicants must fill out the "**Certificate Of Insurance**" section of the application and must submit an original or notarized copy of their certificate of insurance.

### **Other State Licensure / Certification / Registration / Permit - (If Applicable)**

Applicant must complete the "**Other State Licensure / Certification / Registration / Permit**" section of the application. In addition, the applicant must contact the regulatory body in each state in which you are currently, or have ever been licensed, certified or registered to practice any regulated profession or occupation. The regulatory body must complete a verification or certification of licensure and return it directly to the Indiana Professional Licensing Agency. If a license or licenses you list in this section were issued by the Indiana Professional Licensing Agency, you do not need to ask for a verification or certification, however, the license should still be listed in this section.

### **Affidavit - (If Applicable)**

If you answer "Yes" to any of the four (4) questions on the application, the applicant must explain fully in a signed affidavit, explaining the facts and or events, including all related details. Describe the event including location, date, and disposition. If it involved criminal charges, please include court documentation. If you have had a malpractice judgment, provide the name of the plaintiff. Letters from attorneys or insurance companies will not be accepted in lieu of your statement, however they may accompany your affidavit.

### **Examination**

The Board has adopted the Examination Board of Professional Home Inspectors' (EBPHI) National Home Inspector Examination to obtain a home inspector license. You will be required to pass this examination before you will be licensed as a home inspector in Indiana. Applicants must submit an original score report with their application.